

## PS Minute

### ADVICE FOR: FIRST MINISTER

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<b>Has another Minister been asked to attend:</b>		
<b>Main theme that the event supports:</b>	Please provide an overview of SG policy that the event links to (High level and in bullet points)	
<b>Main purpose of attending:</b> <i>(Tick as many as apply)</i>	<ul style="list-style-type: none"> <li>• Explain new policy or a major policy shift <input type="checkbox"/></li> <li>• Reinforce or illustrate existing policy <input type="checkbox"/></li> <li>• Improve relations with stakeholders <input type="checkbox"/></li> <li>• Encourage participation in consultation <input type="checkbox"/></li> <li>• Recognise contribution to policy implementation <input type="checkbox"/></li> <li>• Announce funding <input type="checkbox"/></li> <li>• Other (please specify): _____</li> </ul>	
<b>Main message to communicate:</b>		
<b>Most appropriate type of Ministerial input:</b>		
<b>Private Office view:</b>		
	Private Office contact:	Insert Name
<b>Communications Office view:</b>	Comments:	Comms should always provide a view on external events
	Communications Office contact:	Insert Name and Ext
<b>Action Officer:</b>		